

Form I-9 Table of Changes
OMB No. 1615-0047
03/08/2012

Reason for Revision		Form is expiring, and needed to be updated to meet agency form standards and to be more customer friendly/clear.
Location	Current Form I-9 Language	Proposed Revision
Page 1	Instructions Read all instructions carefully before completing this form.	Page 1, Read all instructions carefully before completing this form.
Page 1	Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.	Page 1 Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status, or national origin. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TTY), or visit www.justice.gov/crt/about/osc .
Page 1	<div style="border: 1px solid black; background-color: #d3d3d3; padding: 5px; text-align: center;"> What is the Purpose of this Form? </div> <p>The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after</p>	<div style="border: 1px solid black; background-color: #d3d3d3; padding: 5px; text-align: center;"> What is the Purpose of this Form? </div> <p>Employers must complete Form I-9 to document that they have verified the identity and employment authorization of</p>

	November 6, 1986, is authorized to work in the United States.	each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document that they have verified the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.
Page 1	<div>When Should Form I-9 Be Used?</div> <p>All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.</p>	<div>When Should Form I-9 Be Used?</div> <p>Please delete this section completely.</p>
Page 1	<div>Filling Out Form I-9</div>	<div>General Instructions</div>
Page 1		Page 1, <div>General Instructions</div> <p>Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term “employer” means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.</p> <p>Form I-9 is made up of three sections. Employers may be fined if the form is not complete or if Sections 1, 2, and 3 are not kept together. Do not mail completed forms to ICE or USCIS.</p>

Page 1	<p>Section 1, Employee</p>	<p>Page 1,</p> <p>Section 1. Employee Information and Attestation</p>
Page 1	<p>Section 1, Employee</p> <p>This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). The employer is responsible for ensuring that Section 1 is timely and properly completed.</p> <p>Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.</p> <p>.....</p>	<p>Page 1,</p> <p>Section 1. Employee Information and Attestation</p> <p>Newly hired employees must complete and sign Section 1 of Form I-9 no later than the first day of work for pay. Section 1 should never be completed before the employee has accepted a job offer. Employers must ensure that Section 1 is completed properly and on time.</p> <p>Employees must provide the following information to complete Section 1:</p> <p>Name: List your full legal family name, given name, and middle initial. Your family name is your last name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your given name is your first name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.</p> <p>Maiden name: List your maiden name, if applicable. If you have no maiden name, write “N/A”.</p> <p>Address: List the address where you currently live, including Street Number and Name, Apartment number (if applicable), City, State, and Zip code. Do not provide a Post Office Box address (P.O. Box).</p> <p>Date of Birth: List your date of birth in the mm/dd/yyyy format. For example, January 23, 1950 should be written as 01/23/1950.</p> <p>U.S. Social Security Number: List your nine-digit Social</p>

		<p>Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.</p> <p>E-mail Address and Telephone Number (optional): List your e-mail address and telephone number. Providing your e-mail address or telephone number is voluntary. However, including it may assist the government DHS in contacting you regarding verification of your employment authorization.</p> <p>All employees must attest in Section 1, under penalty of perjury, to his or her their citizenship or immigration status by checking one of the following four boxes provided on the form:</p> <ol style="list-style-type: none">1. A U.S. citizen of the United States2. Noncitizen national of the United States: Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.3. Lawful permanent resident: A lawful permanent resident is any person who is not a U.S. citizen of the United States and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term “lawful permanent resident” includes conditional residents. If you check this box, write your Alien Registration Number (A-Number)/ USCIS-Number on the line next to your selection.4. Alien authorized to work: If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box. <p>If you check this box:</p>
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Page 1	<p>Preparer/Translator Certification</p> <p>The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee</p>	<p>Page 2,</p> <p>Preparer/Translator Certification</p>

	is unable to complete Section 1 on his or her own. However, the employee must still sign Section 1 personally.	The Preparer/Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., translation services, someone other than the employee fills out the information blocks). (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.
		<p>Page 2,</p> <p>Minors and Certain Employees with Disabilities (Special Placement)</p> <p>Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the instructions guidelines in the <i>Handbook for Employers: Instructions for Completing Form I-9 (M-274)</i> on www.uscis.gov/I-9Central before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include 1) the parent or legal guardian filling out Section 1 and writing “minor under age 18” or “special placement,” whichever applies, in the employee signature block; and 2) the employer writing “minor under age 18” or “special placement” under List B in Section 2.</p>
Page 1	<div data-bbox="485 1162 898 1235" data-label="Section-Header"> <p>Filling Out Form I-9</p> </div> <p>Section 2, Employer</p> <p>For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations,</p>	<p>Page 2-4,</p> <div data-bbox="1087 1208 1766 1282" data-label="Section-Header"> <p>Section 2. Employer Review and Verification</p> </div> <p>For the purpose of completing this form, the term “employer” means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.</p> <p>Before completing Section 2, employers must ensure that Section</p>

	<p>agricultural employers, or farm labor contractors. Employers must complete Section 2 by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, Section 2 must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document OR a combination of a List B and a List C document.</p> <p>If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.</p> <p>Employers must record in Section 2:</p> <ol style="list-style-type: none"> 1. Document title; 2. Issuing authority; 3. Document number; 4. Expiration date, if any; and 5. The date employment begins. <p>.....</p>	<p>1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.</p> <p>Employers must complete and sign Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of work for pay. For example, if an employee starts work for pay on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of work for pay.</p> <p>Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents listed on the last page of Form I-9 to establish identity and employment authorization. Employees must present one selection from List A OR a combination of one selection from List B in combination with and one selection from List C. List A contains documents that show both identity and employment authorization. List B contains documents that show identity only, and List C contains documents that show employment authorization only.</p> <p>The Employers must:</p> <ol style="list-style-type: none"> 1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person checking the documents and the employee must both be in the same physical location during this examination. The person who examines the documents must be the same person who signs Section 2. 2. Record the document title, issuing authority, document number(s) and expiration date (if any) from the original document(s) the employee presents. <ol style="list-style-type: none"> a. If the employee presents a foreign passport with Form I-94, for example, the employer should enter the following information in Section 2: (1) Document title: Enter "foreign
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		<p>passport”.</p> <p>(2) Issuing authority: Enter the country that issued the passport, such as “France”.</p> <p>(3) Document number: Enter the foreign passport number.</p> <p>(4) Expiration date (if any): Enter the expiration date of the passport.</p> <p>(5) Document number: Enter the number on Form I-94 or Form I-94A.</p> <p>(6) Expiration date (if any): Enter the expiration date on Form I-94 or Form I-94A, if any.</p> <p>b. If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:</p> <p>(1) The student’s Form I-20 or DS-2019 number (Student and Exchange Visitor Information System- SEVIS number) and</p> <p>(2) The program end date from the Form I-20 or the employment authorization expiration date from the DS-2019.</p> <p>3. Enter the employee’s first day of work for pay.</p> <p>4. Provide the name and title of the person completing Section 2.</p> <p>5. Sign and date the attestation on the date Section 2 is completed.</p> <p>6. Record the employer’s business name and address.</p> <p>7. Return the employee’s documentation presented back to the employee.</p> <p>Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for all new hires. Photocopies may only be used for the verification process and must be retained and presented with Form I-9. Employers must always complete Section 2 even if they photocopy an employee’s document(s). Making photocopies of an employee’s document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.</p>
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		<p>date, within one year from the date of issue.</p> <ul style="list-style-type: none"> The departure portion of Form I-94/I-94A with a refugee admission stamp. <p>The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.</p> <p>When the employee provides an acceptable receipt, the employer should:</p> <ol style="list-style-type: none"> Record the document title in Section 2 under the sections entitled List A, List B, or List C, as applicable. Write the word “receipt;” the and its document title and number in the “Document Number” space. Record, and the last day that the receipt is valid in the “Expiration Date” field. <p>After the receipt expires By the end of the receipt validity period, the employer should:</p> <ol style="list-style-type: none"> Cross out the word “receipt” and any accompanying document number and expiration date. Record the number and other required document information from the actual document presented. Initial and date the change. <p><i>See the Handbook for Employers: Instructions for Completing Form I-9 (M-274) at www.uscis.gov/I-9Central for more information on receipts.</i></p>
Page 2	<p>Section 3, Updating and Reverification</p> <p>Employers must complete Section 3 when updating and/or reverifying Form I-9. Employers must reverify</p>	<p>Page 4-5,</p> <div> <p>Section 3. Reverification and Rehires</p> </div>

<p>employment authorization of their employees on or before the work authorization expiration date recorded in Section 1 (if any). Employers CANNOT specify which document(s) they will accept from an employee.</p> <p>A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.</p> <p>B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.</p> <p>C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorizations is about to expire (reverification), complete Block B; and:</p> <ol style="list-style-type: none"> 1. Examine any document that reflects the employee is authorized to work in the United States (see List A or C); 2. Record the document title, document number, and expiration date (if any) in Block C: and 3. Complete the signature block. <p>Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing Section 3.</p>	<p>Employers should complete Section 3 when reverifying that an employee is authorized to work. Employers may also use complete Section 3 for certain rehires when rehiring an employee within 3 years of the date Form I-9 was originally completed. When completing Section 3, if the employee's name has changed, record the name change in Block A.</p> <p>For employees who indicate provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date shown provided.</p> <p>Some employees may write "N/A" on leave the expiration date line in Section 1 blank if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). For such employees, reverification does not apply unless they choose to present evidence of employment authorization in Section 2 that contains an expiration date (e.g., I-766, Employment Authorization Document).</p> <p>Reverification also applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires, except employers should not reverify:</p> <ol style="list-style-type: none"> 1. U.S. citizens and noncitizen nationals; or 2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2; 3. List B documents. <p>Reverification does not apply to List B documents.</p> <p>If both Section 1 and Section 2 indicate expiration dates</p>
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		<p>triggering the reverification requirement, the employer should reverify by the earlier date.</p> <p>For reverification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from specify which List A or List C document(s) they will accept from an employee. The employee may choose which document to present.</p> <p>To complete Section 3, employers should follow these instructions:</p> <ol style="list-style-type: none">1. Complete Block A if an employee's name has changed at the time you complete Section 3.2. Complete Block B with the date of rehire if you rehire an employee within three years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.3. Complete Block C if:<ol style="list-style-type: none">a. The employment authorization or employment authorization document of a current employee is about to expire and requires reverification, orb. You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)
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		<p>To complete Block C:</p> <ol style="list-style-type: none"> 1. Examine either a List A or a List C document the employee presents that reflects that the employee is currently authorized to work in the United States; 2. Record the document title, document number, and expiration date (if any); and 3. Complete the “Signature of Employer or Authorized Representative” block, including the date. <p>Note that for reverification purposes, employers have the option of completing Section 3 of a new Form I-9. However, if there is a more current version of the Form I-9 at the time of reverification, you must complete Section 3 of the most current version of the form. You must attach the new Form I-9 to the employee’s original Form I-9.</p>
Page 2	<p>What Is the Filing Fee?</p> <p>There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.</p>	<p>Page 5,</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>What Is the Filing Fee?</p> </div> <p>There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the “USCIS Privacy Act Statement” that follows.</p>
Page 2	<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>USCIS Forms and Information</p> </div> <p>To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.</p>	<p>Page 5,</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>USCIS Forms and Information</p> </div> <p>For more detailed information about completing Form I-9, employers and employees should refer to the <i>Handbook for Employers: Instructions for Completing Form I-9 (M-274)</i>. You can also obtain information about Form I-9 from the USCIS Web site at www.uscis.gov/I-9 Central, by emailing USCIS at I-9Central@dhs.gov, or by calling 1-888-464-4218.</p>

	<p>Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.</p> <p>General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.</p>	<p>To obtain USCIS forms or the <i>Handbook for Employers</i>, you can download them from the USCIS Web site at www.uscis.gov/forms or call the USCIS toll-free number at 1-800-870-3676.</p> <p>Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at www.dhs.gov/E-Verify, by emailing USCIS at E-Verify@dhs.gov, or by calling 1-888-464-4218.</p> <p>Employees with questions about Form I-9 and/or E-Verify can reach the USCIS Employee Hotline by calling 1-888-897-7781.</p>
	<p>Page 2, Photocopying and Retaining Form I-9</p> <p>A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.</p> <p>Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.</p>	<p>Page 5, Photocopying and Retaining Form I-9</p> <p>A blank Form I-9 may be reproduced, provided all sides are copied. The Instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.</p> <p>Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.</p>
Page 3		Page 5-6,

	<p>Privacy Act Notice</p> <p>The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).</p> <p>This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, recruiting or referring for a fee, of aliens who are not authorized to work in the United States.</p> <p>This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor and Office of Special Counsel for Immigration-Related Unfair Employment Practices.</p> <p>Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.</p>	<p>USCIS Privacy Act Statement</p> <p>AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).</p> <p>PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.</p> <p>DISCLOSURE: Submission of the information required in this form is voluntary. However, an employer should not continue to employ an individual without a completed form. Failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.</p> <p>ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.</p>
Page 3	<p>Paperwork Reduction Act</p> <p>An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form.</p>	<p>Paperwork Reduction Act</p> <p>An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 13 minutes per response, including the time for reviewing instructions and completing and</p>

		submitting retaining the form.
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Page 4	ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.	Page 7, ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Page 4	Section 1: Employee Information and Verification <i>(To be completed and signed by employee at the time employment begins.)</i>	Page 7, Section 1: Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of work for pay, but not before accepting a job offer.)</i>
Page 4	Maiden Name	Page 7, Maiden Name, if applicable
Page 4		Page 7, The following fields have been added to Section 1, after Social Security Number. E-mail Address (optional) Telephone Number (optional)
Page 4 A lawful permanent resident (Alien #) _____	Page 7, A lawful permanent resident (Alien Registration Number / USCIS-Number) _____
Page 4	An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable – month/day/year)	Page 7, An alien authorized to work until (expiration date, if applicable, month/day/year) _____. Some aliens

	_____	<p>may write “N/A” on this line. See instructions.</p> <p><i>For aliens authorized to work, list your Alien Registration Number / USCIS-Number or Form I-94 Admission Number:</i></p> <p>1. Alien Registration Number/ USCIS-Number: _____</p> <p>2. Form I-94 Admission Number: _____</p> <p>a. If you received your Form I-94 when traveling to the United States, include the following:</p> <p>Foreign Passport Number: _____</p> <p>Country of Issuance: _____</p> <p>Some aliens may write “N/A” on the foreign passport number and country of issuance lines. See instructions.</p>
Page 4	Preparer and/or Translator Certification <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.</i>	Page 7, Preparer and/or Translator Certification <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.)</i> I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.
Page 4	Preparer’s/Translator’s Signature	Page 7, Signature of Preparer/Translator
		Page 7, Please add the following text/image to the bottom of each page. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Next ➡ </div>

		<p>Page 8,</p> <p>The following was added to the top of the page for the employee's name:</p> <p>Employee Family Name (last name), Given Name (first name), and Middle Initial:</p> <p>_____</p>
<p>Page 4</p> <p>Please change the first line of text in Section 2</p>	<p>Section 2. Employer Review and Verification <i>(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one document from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)</i></p>	<p>Page 7,</p> <p>Section 2. Employer Review and Verification <i>(Employers must complete and sign Section 2 within 3 business days of the employee's first day of work for pay. Employers must examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</i></p>
<p>Page 4</p>	<p>I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)</p>	<p>Page 8,</p> <p>Certification</p> <p>I attest, under penalty of perjury, that 1) I have examined the document(s) presented by the above-named employee, that 2) the above-listed document(s) appear to be genuine and to relate to the employee named, and that 3) to the best of my knowledge the employee is authorized to work in the United States.</p> <p>The employee's first day of work for pay (mm/dd/yyyy): _____ . (State employment agencies may omit this date.)</p>

Page 4	<p>Signature of Employer or Authorized Representative Print Name Title</p> <p>Business or Organization Name and Address (<i>Street Name and Number, City, State, Zip Code</i>) Date (<i>month/day/year</i>)</p>	Page 8, <p>Signature of Employer or Authorized Representative Title of Employer or Authorized Representative Date (<i>month/day/year</i>) Print Family Name Given Name Employer's Business or Organization Name Employer's Address City or Town State Zip Code</p>
Page 4	<p>Business or Organization Name</p> <p>Address (Street Number and Name)</p>	Page 8, <p>Employer's Business or Organization Name</p> <p>Employer's Address (Street Number and Name)</p>
Page 4		Page 8, Section 3, Block A <p>New Addition: "Middle Initial"</p>
Page 4 Section 3, Block B	B. Date of Rehire (<i>month/day/year</i>) (<i>if applicable</i>)	Page 8, Section 3, Block B B. Date of Rehire (<i>if applicable</i>) (<i>month/day/year</i>)
Page 4 Section 3, Block C	C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.	Page 8, Section 3, Block C C. If employee's previous grant of employment authorization has expired, provide the information for the document that establishes current employment authorization in the space provided below.
Page 4 Section 3, Block C	<p>.....</p> <p>Document Title: _____</p> <p>Document Number : _____</p> <p>Expiration Date (<i>if any</i>): _____</p>	Page 8, Section 3, Block C <p>.....</p> <p>Document Title: _____</p> <p>Document Number : _____</p> <p>Expiration Date (<i>if any</i>) (<i>mm/dd/yyyy</i>): _____</p>

Page 5 LISTS OF ACCEPTABLE DOCUMENTS	5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	Page 9 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ul style="list-style-type: none"> a. Foreign passport and b. Form I-94 or Form I-94A that has the following: <ul style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
LISTS OF ACCEPTABLE DOCUMENTS	1. A Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States	Page 9 1. A Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States A card that includes one of the following restrictions, for example , is not acceptable: <ul style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
Page 5 LISTS OF ACCEPTABLE DOCUMENTS	Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274) Refer to the General Instructions section for information about acceptable receipts.	Page 9, Employees may present one selection from List A or a combination of one selection from List B and one selection from List C. Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

		Refer to Section 2 of the Instructions, entitled “Employer Review and Verification,” for more information about acceptable receipts.
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